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CHAL 0096  
CJ 161 14  
9 May 1958

MEMORANDUM FOR: Director of Administration  
Director of Development & Procurement  
Director of Materiel  
Project Signal Officer  
Personnel Officer  
Security Officer  
Contracting Officer  
Passenger Traffic Officer  
Project Comptroller

SUBJECT : Budget Estimates for FY '59 and '60

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REFERENCE A :  26367, 11 April 1958

REFERENCE B : TS #155073, 6 May 1958

1. Pursuant to agreements reached at the Budget Meeting on 7 May '58, it is requested that all addressees prepare budget estimates for Fiscal '59 and '60.

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3. Assignment of specific responsibility for preparation of budget items is as indicated below. It is emphasized that maximum coordination should be effected between offices and that justification be as complete as possible.

a. Reference paragraph 2 a. of Ref A. The Contracting Office is responsible for Items 1 thru 12. The Director of Materiel is responsible for Items 13 thru 15. All offices should furnish the Materiel Section with construction requirements for consolidation by Materiel.

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b. Reference paragraph 2 b. of Ref A. The Contracting Office is responsible for all items with assistance from Communications for electronics gear and from Operations for photo processing requirements.

c. The Director of Research and Development and/or the Contracting Office is responsible for all items under paragraph 2 c., Ref A.

d. Reference paragraph 2 d., Ref A. Responsibility for listed items are as follows:

(1) Personnel—All sections will furnish the Personnel Officer with personnel requirements for consolidation. The personnel budget estimate will be compiled by the Finance Officer based on the consolidated requirements as submitted by the Personnel Offices.

(2) Medical Support—Personnel Offices.

(3) Transportation of and product to include courier travel—Operations.

(4) Raw film and duplicating materials—submitted by the Contracting Office based on requirements to be furnished by Operations.

(5) Film processing—Operations.

(6) Logistics—Material.

(7) Base operations and maintenance (Domestic)—Finance

(8) Base operations and maintenance (Foreign)—Finance

(9) Other operational expenses—Finance

4. It is requested that these budget estimates be submitted to the Director of Operations for consolidation and submission to the Project Director for approval. In order that the budget be dispensed with promptly, it is requested that such estimates be forwarded to Operations not later than 15 May so that the suspense date of 19 May as requested in Ref A can be met. Any questions should be referred to  or the undersigned.

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Dist. (Over)


Acting Director of Operations

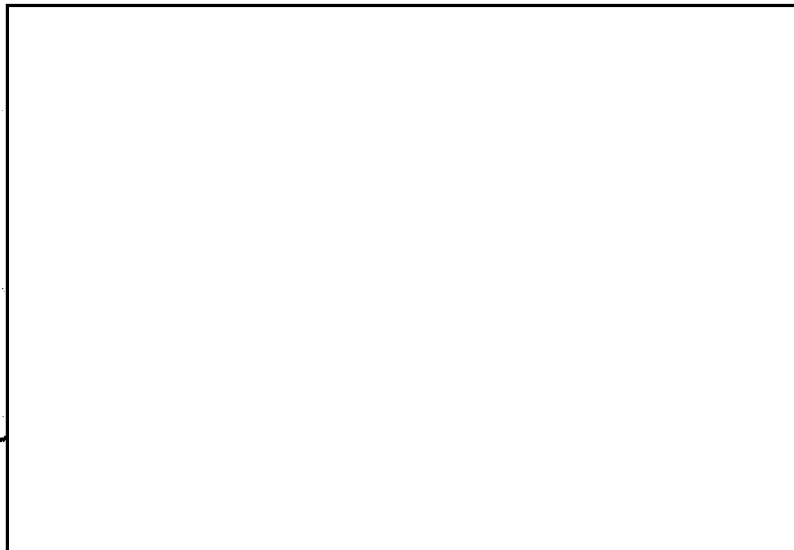
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Cy 8 - Secur Off  
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